

WOODSTOCK POLICE DEPARTMENT

HOUSE CHECK INFORMATION

Name: _____ House Check # _____

Address: _____ Leaving: _____

Phone: _____ Returning: _____

Description of House: _____

Dog on Premises: _____ Mail/Newspapers stopped: _____

Lights on/Location: _____

Location of Timer	Time ON	Time OFF

Vehicles in Driveway/Description: _____

Persons to be on Property: _____

Miscellaneous(Hazards etc.)- _____

Emergency Contact: _____ Phone: _____ Keys: _____

Emergency Contact: _____ Phone: _____ Keys: _____

FOR OFFICE USE ONLY:

C/O Receiving: _____ Date: _____

C/O Canceling: _____ Date/Time: _____

House Check # _____

Please notify the Police Department immediately upon your return. The Police Department's Community Service Officers will make regular periodic checks of your residence in your absence, as staffing levels and duty assignments permit.

VACATION TIPS

1. Stop all deliveries or have a trusted friend, neighbor, or relative pick them up
2. Do not close all drapes and blinds
3. Do not discuss your absence casually
4. Use timers and alternate your lighting patterns
5. Have lawn mowed or driveways/walkways cleared of snow
6. Move valuables away from view of windows
7. Keep a list of valuables(make, model, color,serial number, etc.)
8. Put outdoor property away(bicycles, lawn furniture,etc.)
9. Leave a key with a trusted friend, neighbor, or relative to check your home
10. The key holder should be able to contact you in case of an emergency and should be able to respond to your home if the Police request them to